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| **The Teen Tribune/Creating a Newspaper Publication in Microsoft Word Lesson Created by Patricia Janann Nicholson** |
| [**Lesson Plan**](http://pjnicholson.com/mjcomapp/lp/tribune.htm) |
| [**Grading Rubric**](http://pjnicholson.com/mjcomapp/lp/tribunerubric.htm) |
| http://pjnicholson.com/mjcomapp/reader.gif |
| You have just been awarded the journalist for *The Teen Tribune*, a section of the local paper that focuses on teen news. It is your job to gather data that would be of interest to teens your age. The Teen Tribune has three areas of focus, **Recommended Teen Reading**, **Theme Park Recommendation**, and **Current Movie Review**. These three areas will be your side headings for your newspaper. You will only use sources listed on this page to compile your data. These findings will be typed in a Microsoft Word document. Don't change the font face, color, or size at this time. When you are ready to format you page to two columns, you will be instructed on how to format text at that time.  Because the Internet has provided such an impact on society, the newspaper has requested that you provide URL addresses to Internet sites that will give the readers additional information on your focus areas. In the Recommended Reading section, provide the URL of the online book you recommended to your teen audience so that they can go online and actually read the book. For the Theme Park Recommendation, included the URL address for the theme park so that your readers can actually view the park themselves. In the Current Movie Review, included the URL that provides pictures and descriptions of the movie you recommended.  After formatting your newspaper into two columns, you will need to add pictures to enhance the look of your paper. Include one for each section. Follow the steps below for adding pictures to your page. Remember, do not add the pictures until you have formatted your page into two columns!!   |  |  | | --- | --- | | [**Word 2007 Instructions**](http://pjnicholson.com/mjcomapp/newspaper.htm#news2007) | [**Word 2003 Instructions**](http://pjnicholson.com/mjcomapp/newspaper.htm#news2003) |   **Word 2007 Instructions:**  **Start Word 2007:**  **To start your Table of Contents open Microsoft Word (Programs > All Programs > Microsoft Office > Word 2007.**  **Click the Office button in the top left corner of the document window Office Button and select new from the drop down menu. Select new blank document:**  **New Document**  **Save Your Work:**  **Click the Office button again Office Buttonand select Save As from the drop down menu and name your file Teen Tribune. See the information below on how you want to save your document.**  **Save As Options**  **Now you can begin gathering information to type in the document. Don't worry at this point about font or style. You are just to begin a rough draft.**  **Make sure you save your document each time you close it to save new information you have entered. This will take several class periods.**  **The following websites provide needed information about the three areas you need to cover. Remember to present the information in an interesting way. You need to write to your target audience, teens your age. Keep in mind, these teens have confident that you have researched these areas and that the information you are providing is what you would recommend.**  **Recommended Teen Reading:**  You will go to the following sites and review online short stories. Remember, you will be picking the best story for your target audience. Some sites include categories for both kids and teens. You need to select teen stories, the target reading audience of your paper. You will need to include information about the story so students will want to go online to read it for themselves. You are the expert, so review several stories in order to pick the best one for teen reading. Include the web address so readers can go online to read the story for themselves. To include the web address, click in the address bar of the story online, click Edit>Copy, then return to your word document, place your cursor where you want the address to be placed, then click Edit>Paste. While it will appear to be a link in the document, when the page is printed out, students will have to type the URL address in the Address bar in Internet Explorer.  [Kids and Teen Online Stories](http://dmoz.org/Kids_and_Teens/Arts/Online_Stories/)  Newsline  **Theme Park Choice:**  You will go to the following web sites to look at theme parks that are located only a few hours away from your teen readers. While almost every teen knows about the Magic Kingdom, there are other theme parks that are overlooked because your audience might not know what these parks provide. Compare pricing packages, special events, and cool rides that each park has, then make a recommendation on all these components on where you think the teens would get the most bang for their buck. Provide ticket prices, family package deals, and special features that caused you to pick this particular theme park as the best teen vacation deal.  [Walt Disney World, Magic Kingdom](http://www.orlandovacationsonline.com/ThemeParks/Disney_Magic_Kingdom.htm)  [Walt Disney World, Epcot Center](http://www.orlandovacationsonline.com/ThemeParks/Disney_Epcot_Center.htm)  [Walt Disney World, MGM Studios](http://www.orlandovacationsonline.com/ThemeParks/Disney_MGM_Studios.htm)  [Walt Disney World, Animal Kingdom](http://www.orlandovacationsonline.com/ThemeParks/Disney_Animal_Kingdom.htm)  [Universal Studios Orlando](http://www.orlandovacationsonline.com/themeparks/universal_studios_orlando.htm)  [Universal Studios, Islands of Adventure](http://www.orlandovacationsonline.com/themeparks/Universal_IOA.htm)  [SeaWorld Orlando Adventure Park](http://www.orlandovacationsonline.com/themeparks/SeaWorld_Orlando.htm)  [SeaWorld Orlando's Discovery Cove](http://www.orlandovacationsonline.com/themeparks/SeaWorld_Discovery_Cove.htm)  [Busch Gardens](http://www.buschgardens.com/buschgardens_default.aspx)  Newsline  **Teen Movie Review:**  Take a look at the following site to review movies that are currently playing. It is your job to pick one or two of the movies and give a review for your readers. You will give them a brief description of your movie choice, as well as locations, times, and cost for admission for the movie showing in the Palm Beach area. Include information on matinee showings, giving the teen scene a choice of viewing options that are more affordable.  <http://movies.yahoo.com/>  Newsline  **Creating a Newspaper Column in Microsoft Word**  **Delete Unnecessary Spaces and Returns:**  **Open your Teen Tribune. You may need to turn on nonprinting characters located on the Home Tab by clicking the nonprinting icon shown below (or press Shift + Ctrl + \*):**  **Nonprinting Tab**  **Delete any unnecessary hard returns by clicking on them pressing the delete key.**  Returns  **Set Line Spacing to Single Spacing:**  **Select all your text in you document (Ctrl + A)** **and set line spacing to single space by opening the paragraph dialog box on the Page Layout tab by clicking the arrow shown below:**  **Open Paragraph Dialog Box**  **At the Paragraph dialog box with the Indents and Spacing tab set the spacing at 0 pt before and after and line spacing to single as shown below:**  **Single Space**  **Set Text in Document to Times New Roman 11:**  **Select all the text in your document, excluding your title, and set it to Times New Roman 11 Times New Roman 11**.  **Format Title Bold Times New Roman 14 & Include Three Side Headings**:  **If you have not included a title for your paper, do so now. It should appear at the top of your document centered. Place your cursor on a blank line above the body of your text and set your text to 14 Point Times New Roman Bold centered located on the Home tab.**  Times New Roman 14  **Also include side headings. Side headings should make your newspaper easier to read and more organized. It should describe what the paragraph is all about (Before the Storm, The Death Toll, Etc.). They should also be formatted to Bold BoldTimes New Roman 11 Times New Roman 11.**  **Create Two Columns:**  **Word, create a two-column newsletter from the copied text. Be sure your title is not included within the columns. The title should appear centered across both columns in your newsletter, again not in the columns itself. To format the text into two newspaper columns follow the steps below:**  **Position the insertion point at the left margin of the first heading (the beginning of the body of the document-below the title).**  **Click the Page Layout Tab then then Click Columns and select more columns from the drop down list.**  Columns  **At the Columns dialog box click Two in the Presets section, place a check mark in the Line Between check box, and click This Point Forward at the Apply to drop-down list.**  Columns  **Click OK or press Enter.**  **Set Document Tabs to .02:**  **On the Page Layout tab click the paragraph arrow to open the Paragraph dialog box. Then click the Tabs button to open the Tabs dialog box.**  **Tabs**  **Reset the Tabs from .05 to .02.**  **Tab Reset**  **Click OK to set the Tabs to .02.**  **Fully Justify Text in Document**  **Select all the text in your document except the title.**  **On the home tab click the full justification alignment button Fully Justified.**  **Apply a Drop Cap to the First Paragraph**  **Position the insertion point anywhere in the first paragraph.**  **Click the Insert tab and select Drop Cap and select Dropped from the drop down list shown below:**  **Dropcap**  **Click OK.**  **Deselect the drop. (To do this with the mouse, click anywhere in the document screen outside the drop cap).**  **Insert Three ClipArt Picture That Go Along with Your Three Side Heading:**  **You will need to place a line break to create a space for your photo to appear. Place your cursor at the end of the paragraph where you want to place your picture and hit the enter key to place your cursor on a blank line below it::**  **Picture Placement.**  **With the Insert tab selected click on the ClipArt button:**  **Insert ClipArt**  **This open the ClipArt Task Pane. Type in a descriptive word for what you want to find in the Search for text box then click the Go button.**  **Clipart Taskpane**  **This populates a list of clipart images. Click once on the picture to place it on your page.**  Clipart Images  **Add Your Name At The End of Your Document**  **Scroll to the end of your document and add your name.**  **Name**  **Proofread and Spell Check:**  **On the top-left corner, click the Microsoft Office ButtonOffice Button . At the bottom of the menu, click Word Options.**  **Word Options**  **The Word Options dialog appears. Click Proofing.**  **From the Exceptions for menu, select the currently-open document name.**  Proofing  **Select or clear the Hide spelling errors in this document only and Hide grammar errors in this document only check boxes.**  **Note   To turn on or off automatic spelling and grammar checking for all documents, select All New Documents.**  **Click OK.**  **Return to your document. When lines appear under words, right-click and make selections from the corrections menu.**  **Save the document with the name Newspaper Article.** **Check it over with your grading rubric then submit it for grading.**  Horizontal Rule  **Word 2003 Instructions:**  First, open Microsoft Word by following the steps below:   * Click the Start button, select Programs, and then click Microsoft Word from the menu list. * At the New document dialog box if prompted, selected blank document. * Click File on the Menu Toolbar, select Save As, and navigate to your folder in the Save In text box. * Click in the File Name text box, and name your document Teen Tribune. * Now you can begin gathering information to type in the document. Don't worry at this point about font or style. You are just to begin a rough draft. * Make sure you save your document each time you close it to save new information you have entered. This will take several class periods. * The following websites provide needed information about the three areas you need to cover. Remember to present the information in an interesting way. You need to write to your target audience, teens your age. Keep in mind, these teens have confident that you have researched these areas and that the information you are providing is what you would recommend.   **Recommended Teen Reading:**  You will go to the following sites and review online short stories. Remember, you will be picking the best story for your target audience. Some sites include categories for both kids and teens. You need to select teen stories, the target reading audience of your paper. You will need to include information about the story so students will want to go online to read it for themselves. You are the expert, so review several stories in order to pick the best one for teen reading. Include the web address so readers can go online to read the story for themselves. To include the web address, click in the address bar of the story online, click Edit>Copy, then return to your word document, place your cursor where you want the address to be placed, then click Edit>Paste. While it will appear to be a link in the document, when the page is printed out, students will have to type the URL address in the Address bar in Internet Explorer.  [Kids and Teen Online Stories](http://dmoz.org/Kids_and_Teens/Arts/Online_Stories/)  http://pjnicholson.com/mjcomapp/newsline.gif  **Theme Park Choice:**  You will go to the following web sites to look at theme parks that are located only a few hours away from your teen readers. While almost every teen knows about the Magic Kingdom, there are other theme parks that are overlooked because your audience might not know what these parks provide. Compare pricing packages, special events, and cool rides that each park has, then make a recommendation on all these components on where you think the teens would get the most bang for their buck. Provide ticket prices, family package deals, and special features that caused you to pick this particular theme park as the best teen vacation deal.  [Walt Disney World, Magic Kingdom](http://www.orlandovacationsonline.com/ThemeParks/Disney_Magic_Kingdom.htm)  [Walt Disney World, Epcot Center](http://www.orlandovacationsonline.com/ThemeParks/Disney_Epcot_Center.htm)  [Walt Disney World, MGM Studios](http://www.orlandovacationsonline.com/ThemeParks/Disney_MGM_Studios.htm)  [Walt Disney World, Animal Kingdom](http://www.orlandovacationsonline.com/ThemeParks/Disney_Animal_Kingdom.htm)  [Universal Studios Orlando](http://www.orlandovacationsonline.com/themeparks/universal_studios_orlando.htm)  [Universal Studios, Islands of Adventure](http://www.orlandovacationsonline.com/themeparks/Universal_IOA.htm)  [SeaWorld Orlando Adventure Park](http://www.orlandovacationsonline.com/themeparks/SeaWorld_Orlando.htm)  [SeaWorld Orlando's Discovery Cove](http://www.orlandovacationsonline.com/themeparks/SeaWorld_Discovery_Cove.htm)  [Busch Gardens](http://www.buschgardens.com/buschgardens_default.aspx)  http://pjnicholson.com/mjcomapp/newsline.gif  **Teen Movie Review:**  Take a look at the following site to review movies that are currently playing. It is your job to pick one or two of the movies and give a review for your readers. You will give them a brief description of your movie choice, as well as locations, times, and cost for admission for the movie showing in the Palm Beach area. Include information on matinee showings, giving the teen scene a choice of viewing options that are more affordable.  <http://movies.yahoo.com/>  http://pjnicholson.com/mjcomapp/newsline.gif  **Creating a Newspaper Column in Microsoft Word**  Open the your word document that contains the above information. You can also follow the instructions with a streaming video. It is a video used in The Unnamed Storm Webquest, but the instructions are the same for formatting a word document into a newspaper layout.  [Formatting Your Word Document into a Newspaper Layout Video](http://pjnicholson.com/stormvideos/newsarticle/newsarticle.html)   * You may need to turn on nonprinting characters located on the Standard toolbar or press Shift + Ctrl + \*, and delete any unnecessary hard returns or spaces at the end of paragraphs. * In Word, create a two-column newsletter from the copied text. Be sure your title is **not** included within the columns. The title for your publication is Teen Tribune. The title should appear centered across both columns in your newsletter. * You should have three side headings, Recommended Teen Reading, Theme Park Recommendation, and Current Movie Review. * Include your name at the end of your publication. * To create a two column newsletter, complete the following steps:   + Change to Print Layout View:   + Click View on the Menu Toolbar.   + Select Print Layout. (FYI: To change back to Normal View, click View and then Normal. You will stay in Print Layout for this activity). * Select the Title and change the font to 14-point Times New Roman bold. * Select each of your side heading individually and then turn on bold. * Select the text in the document, all but the title and the blank line below the title. With the text selected, make the following changes: * Change the font to 11-point Times New Roman:   + Select the text under the title by holding down the left mouse key and dragging down to the bottom of your document.   + Open the Font dialog box by clicking on Format on the Menu toolbar, and select Font from the drop-down list.   + At the Font dialog box, click the up-pointing triangle at the right side of the Font list box until Times New Roman Style displays. This is the default font, so this font should already be selected. If so, continue to the next step.   + Change the size option to 11 by selecting the 12 displayed in the Size list box and they keying in 11.   + Click OK or press Enter. * Change the line spacing to single:   + Select the entire document (select all command) by holding down the Ctrl key and pressing the keyboard key "A."   + Open the Paragraph dialog box by clicking on Format on the Menu toolbar, and select Paragraph from the drop-down list.   + At the Paragraph dialog box, click the down-point triangle at the Line spacing drop-down list, and select single-spacing.   + Click OK or press Enter. * Display the Tabs dialog box (Format-Tabs) and set the left tab to 0.2 (the default left tab is .5). * Deselect the text. * Move the insertion point to the end of your title and then press the Enter key. * Format the text into two newspaper columns by completing the following steps: * Position the insertion point at the left margin of the first heading (the beginning of the body of the document-below the title). * Click Format and then Columns At the Columns dialog box, click the Two option in the Presets section. * Click the down-pointing triangle at the right side of the Apply to text box and click This Point Forward at the drop-down list. * Click OK or press Enter. * Insert a vertical line between the columns by completing the following steps:   + With your insertion point still at the left margin at the beginning of the document, click Format the then Columns.   + At the Columns dialog box, click the Line Between option.   + Click OK or press Enter. * Use full justification. To full justify, complete the following steps:   + Select all the text in the body of the document, excluding the title.   + Click Format and then Paragraph.   + At the Paragraph dialog box with the Indent and Spacing tab selected, click the down-pointing triangle at the right of the Alignment text box, and then click Justified.   + Click OK or press Enter.   + Deselect the text. * Use a Drop Cap for the first letter of the first paragraph only by completing the following steps:   + Position the insertion point anywhere in the first paragraph.   + Click Format and then Drop Cap.   + At the Drop Cap dialog box, click Dropped in the Position section.   + Click OK.   + Deselect the drop. (To do this with the mouse, click anywhere in the document screen outside the drop cap). * Insert three pictures, one for each section, following the steps below: * To Add Clipart:   + Click on Insert>Picture>ClipArt   + At the Insert ClipArt dialog box, do one of the following:     - Search for clips-type in a word you wish to search for.     - Click on a category and search for the appropriate picture.     - Click Clips Online at the top of the Insert ClipArt dialog box to enter the online gallery. * To Add a Picture Found on the Internet:   + While holding down your left mouse, drag over the picture until it turns blue.   + Click Edit>Copy in Explorer.   + Return to Microsoft Word and place your cursor where you want your picture to appear.   + Click Edit>Paste. * Proofread and spell check your document. To spell check:   + Click on Tools on the Standard Toolbar and select Grammar and Spelling. Microsoft Word will check your document for errors. However, there are always words that are spelled correctly but are not used in the right context. Be sure to read through the document yourself to also check for errors. * Save the document with the name Newspaper Article. * Print out the Newspaper document.   http://pjnicholson.com/mjcomapp/relaxgal.gif |